

Message

From: English, Beth (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MASSMAIL-01/CN=RECIPIENTS/CN=BETH.ENGLISH]
Sent: 1/6/2011 10:14:12 PM
To: Hanchett, James (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=James.Hanchett]
CC: Dunn, Ceci (DPH) [/O=COMMONWEALTH OF MASSACHUSETTS/OU=MassMail-01/cn=Recipients/cn=Ceci.Dunn]
Subject: RE: DPH Staff - Move (Immunization phones)

Hi Jim,

We have a question regarding the Immunization Program phones at Morrill. My understanding is that there are currently 4 phone lines dedicated for IMM program staff – a general line, then a line each for Marija, Suzanne, and Helen. We were hoping to maintain all 4 lines, with the ‘general’ line stationed in room 222, which would redirect callers to one of the individual staff (as in “thank you for calling the MDPH Amherst Office, press 1 to speak to Suzanne, 2 for Marija,...etc) Would you be the appropriate person to set that up for us?

If not, do you know who I should contact?

Thanks in advance,

Beth

Beth English

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From: Lobik Stephen [mailto:slobik@facil.umass.edu]
Sent: Wednesday, January 05, 2011 1:38 PM
To: Dunn, Ceci (DPH); English, Beth (DPH)
Cc: Connolly, Grace (DPH); Pocsik Mark; Shaw Tom; Ewart Burt
Subject: DPH Staff - Move

Ceci and Beth,

I just got an update on the work remaining in 224 (formerly 224A) The door is out and the wall will be complete by the end of the day. Painter is scheduled for tomorrow and floor is scheduled to be waxed on Friday. Monday the furniture will be delivered and installed. The space will be ready to schedule a move anytime after Monday. Jim Hanchett will have to coordinate the phone moves because he is the TUG rep for DPH on campus. Jim just did it for the phones in his area. Can you start looking at what days might work for you? Once you give me a few days I will contact the movers. If you have any questions please let me know.

Thanks,

Stephen

Stephen Lobik

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